Metrics Report Sent by Email - Tip #55

If a DBA wants to receive a metrics report from a field center other than there own, or from Agency Wide. To do this the DBA needs to be set up in the the People table at the field center or agency wide, depending on where they want the metrics report from. After being set up in the People table, the correct keyword must be added. To receive a metrics report from Agency Wide, the keyword used is: **cto_hq_metrics_report**. To receive a metrics report from a field center, the keyword used is: **cto_metrics_report**.

Note: The DBA does not need to be set up as a user at the filed center or Agency Wide. They only need to have their record in the People table at that center.